



Home Leave FAQs Sheet



Below are frequently asked questions (FAQs) about home leave:

Is home leave accrued in addition to regular annual leave accrual?

Yes, home leave is accrued in addition to annual leave. The amount of home leave accrued depends on the location of the overseas tour — in Italy the amount is five (5) days per year. The leave accrues at a prorated amount spelled out by regulation.

Why do employees working overseas have home leave?

The legislative history of home leave dates back over fifty years, but essentially, the philosophy is to allow qualified civilian employees living and working in an overseas environment an opportunity to return to the United States to renew touch with the American way of life.

Who is eligible for home leave?

Individuals who are recruited from the United States, its territories, or possessions (including the Commonwealth of Puerto Rico) for employment outside the area of recruitment. This essentially means individuals considered stateside hires in the overseas area.

How soon may home leave be used?

An employee is entitled to home leave when (s)he has completed 24 months of continuous service outside the United States. This is a one-time requirement for eligibility. Once the employee has met eligibility, home leave is subject to the Component rules of how it may be used.

Where may an employee use home leave?

Home leave is intended for use for vacations in the United States, its territories, or possessions (including the Commonwealth of Puerto Rico). When home leave is used, the employee is expected to return to work in an overseas area. (Home leave may not be used in conjunction with a PCS move.)

What happens to home leave accrued and not used?

Home leave will remain on the employee's record for future use without regard to a time limitation.

For additional information:

Contact the HRO Labor/Employee Relations Division at 626-5756 (DSN) or 568-5756 (Commercial).